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SUPERGRADES

A. POLICY

1. The Director of Central Intelligence, with the approval of the Office of Management and Budget, will establish the supergrade allowance of the Agency, and will determine the number of Agency personnel who may hold supergrade rank.

2. Allocation of supergrade ceiling to the four Directorates and the Offices of the DCI will be determined by the Director of Central Intelligence upon recommendations of the Agency Supergrade Board. Unused supergrade allowances will be held by the Director as an Agency-wide reserve.

3. An employee will hold supergrade rank for such time as the Director may determine, regardless of the nature of the duties performed.

4. All supergrade officers will be counted against the (Agency) supergrade ceiling regardless of type and/or grade of their position of assignment. Contract employees whose contracts state a supergrade rank will be counted against the supergrade ceiling. Flag-rank military officers on detail to the Agency will occupy military designated positions.

B. RESPONSIBILITIES

1. The Director of Central Intelligence is responsible for:

a. Approving recommended actions effecting a change in the allocation of supergrade ceiling or a change in a supergrade position.

b. Approving any changes in the rank of personnel holding or proposed for supergrade rank.

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2. The Agency Supergrade Board, composed of the DCI as Chairman, the four Deputy Directors, the Chairman of the Senior Executive Career Service Panel and the Director of Personnel and the Comptroller or his designee (as advisors) will be responsible for:

a. Reviewing requests from the Deputy Directors or the Offices of the DCI for supergrade ceiling allocation, the establishment of new supergrade positions or grade adjustments of supergrade positions, in conjunction with Office of Personnel findings, and for submitting its recommendation to the Director.

b. Reviewing the findings of the Office of Personnel annual review of supergrade positions and making recommendations for Agency-wide allocations and control of supergrade ceiling.

c. Monitoring on a periodic basis (annually) the utilization and the development of supergrade officers throughout the Agency.

3. Deputy Directors and the Chairman of the Senior Executive Career Service Panel will be responsible for:

a. Submitting requests to the Agency Supergrade Board, through the Office of Personnel, for reallocation of supergrade allowances, for establishment of new supergrade positions or grade adjustments of supergrade positions.

b. Insuring the appropriate career management and development of supergrade officers.

4. The Director of Personnel will be responsible for:

a. Providing the staff work concerned in supergrade ceiling allocation studies and in the processing of personnel actions affecting supergrade personnel.

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- b. Completing the classification review of requests for allocation of supergrade allowances, for establishment of new supergrade positions, and for grade adjustments of supergrade positions and submitting findings to the Agency Supergrade Board within 14 days of receipt of the request.
- c. Reporting to the Agency Supergrade Board annually the findings of the OP comprehensive review <sup>of positions</sup> of the supergrade allocation of allowances and grades of the Agency.

C. PROCEDURES FOR PROCESSING PERSONNEL ACTIONS